

**From:** Ricker, Monique T. EOP/USTR Monique\_T\_Ricker@ustr.eop.gov   
**Subject:** RE: FOIA Request (USTR-18-0669) - USTR Tracking No. FY19-05  
**Date:** April 25, 2019 at 12:03 PM  
**To:** American Oversight FOIA foia@americanoversight.org  
**Cc:** FN-USTR-FOIA FN-USTR-FOIA@ustr.eop.gov



Hi Katie,

Attached please find the specific calendar entries you requested.

This constitutes a complete response to your request. You may contact me or my colleague Melissa Keppel at FOIA@ustr.eop.gov or 202-395-3419 for further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with the response to this request, you may also administratively appeal by writing to: FOIA Office, ATTN: Janice Kaye, Office of the US Trade Representative, Anacostia Naval Annex, Bldg. 410/Door 123, 250 Murray Lane, S.W., Washington, D.C. 20509.

Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. Both the letter and the envelope should be clearly marked: "Freedom of Information Act Appeal" and should include a reference to the FOIA Case File number listed above. Heightened security in force may delay mail delivery; therefore we suggest that you also email any such appeal to foia@ustr.eop.gov.

In the event you are dissatisfied with the results of any such appeal, judicial review will thereafter be available to you in the United States District Court for the judicial district in which you reside or have your principal place of business, or in the District of Columbia, where we searched for the records you requested.

Thank you,  
Monique

Monique T. Ricker  
FOIA Program Manager/Attorney

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE  
WASHINGTON DC 20508

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**From:** American Oversight FOIA <foia@americanoversight.org>  
**Sent:** Friday, April 19, 2019 1:50 PM

Sent: Friday, April 19, 2019 1:59 PM

To: FN-USTR-FOIA <FN-USTR-FOIA@ustr.eop.gov>

Subject: Re: [EXTERNAL] FOIA Request (USTR-18-0669) - USTR Tracking No. FY19-05

Monique,

I hope you are doing well. Per our prior emails, American Oversight has identified the following specific calendar entries for which we would like to request more detailed information:

- **USTR Robert Lighthizer:**

- 2019 Calendar Entries:

- 1/11/19 – PHONE CALL: Acting Secretary Shanahan
    - 1/14/19 – MEETING: Mnuchin/Malpass/Eli
    - 1/16/19 – MEETING: Secretary Ross
    - 1/23/19 – MEETING: JK
    - 1/23/19 – PHONE CALL: Pompeo
    - 1/24/19 – PC Café Standards
    - 1/24/19 – MEETING: Secretary Perdue
    - 1/25/19 – LUNCH: Sec Nielsen and Amb. Bolton
    - 1/28/19 – MEETING: Mnuchin
    - 2/20/19 – MEETING: Mnuchin
    - 2/20/19 – MEETING: Kushner

- 2018 Calendar Entries:

- 1/16/18 – MEETING: Kushner
    - 1/30/18 – MEETING: Kushner
    - 1/31/18 – MEETING: Kushner
    - 2/8/18 – LUNCH: Kushner
    - 2/14/18 – MEETING: Kushner
    - 3/2/18 – MEETING: Kushner
    - 3/8/18 – MEETING: Kushner
    - 3/20/18 – MEETING: Commissioner Kevin McAleenan, CBP
    - 3/28/18 – MEETING: Kushner
    - 4/26/18 – PHONE CALL: Senator Rubio/S. Miller
    - 5/1/18 – MEETING: Kushner
    - 5/16/18 – PHONE CALL: Stephen Miller
    - 6/5/18 – MEETING: Kushner
    - 6/5/18 – HOLD: MEETING: Kushner/Luntz
    - 6/12/18 – MEETING: Kushner
    - 8/14/18 – MEETING: Kushner
    - 10/30/18 – PHONE CALL: Commissioner McAleenan
    - 11/6/18 – MEETING: CBP
    - 12/6/18 – HOLD: PHONE CALL: Commissioner McAleenan
    - 12/13/18 – MEETING: Kushner/Thornton

- **Dep. Chief of Staff Pam Marcus:**
  - 1/5/18 – CALL: Chad Wolf
  - 12/13/18 – call with Gene re CBP
- **White House Liaison Stewart Ackerly:**
  - 8/9/18 – FW: CBP/DHS consultation
  - 10/18/18 – David Morrell
  - 10/18/18 – Meeting: Mahoney and Faith-Based Groups
  - 12/6/18 – Call with Michael Evans, Alibaba Group

Please let me know of any questions. Thank you for your assistance.

Best,  
Katie

Katherine M. Anthony  
Staff Attorney\*  
American Oversight  
[foia@americanoversight.org](mailto:foia@americanoversight.org) | 202.897.3918  
>[www.americanoversight.org](http://www.americanoversight.org)< | @weareoversight

\*Admitted in Massachusetts. Practice supervised by members of the D.C. Bar while application for D.C. Bar membership is pending.

On Apr 9, 2019, at 3:14 PM, FN-USTR-FOIA <[FN-USTR-FOIA@ustr.eop.gov](mailto:FN-USTR-FOIA@ustr.eop.gov)> wrote:

Katie,

No later than April 26<sup>th</sup> is fine.

Thanks,  
Monique

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**From:** American Oversight FOIA <[foia@americanoversight.org](mailto:foia@americanoversight.org)>  
**Sent:** Tuesday, April 9, 2019 3:07 PM  
**To:** Ricker, Monique T. EOP/USTR <[Monique\\_T\\_Ricker@ustr.eop.gov](mailto:Monique_T_Ricker@ustr.eop.gov)>  
**Cc:** FN-USTR-FOIA <[FN-USTR-FOIA@ustr.eop.gov](mailto:FN-USTR-FOIA@ustr.eop.gov)>  
**Subject:** [EXTERNAL] Re: FOIA Request (USTR-18-0669) - USTR Tracking No. FY19-05

Hi Monique,

Per our prior emails concerning the calendars we've requested from USTR, my team is working on determining whether there are any specific entries for which we would like to request more detailed information. We had hoped to complete this process and get back to you by April 12th, but we could use a bit of extra time. Would it be alright if we get back to you on this request by no later than April 26th? (I think we'll more likely be able to get back to you by the 19th, but just wanted to build in a bit of extra time just in case.)

Please let me know.

Thank you,  
Katie

Katherine M. Anthony  
Staff Attorney\*  
American Oversight  
[foia@americanoversight.org](mailto:foia@americanoversight.org) | 202.897.3918  
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On Mar 27, 2019, at 5:33 PM, American Oversight FOIA  
<[foia@americanoversight.org](mailto:foia@americanoversight.org)> wrote:

Thank you Monique - this is very helpful information, and I appreciate you taking the time to address our concerns.

Best,  
Katie

Katherine M. Anthony  
Staff Attorney\*  
American Oversight  
[foia@americanoversight.org](mailto:foia@americanoversight.org) | 202.897.3918  
>>[www.americanoversight.org](http://www.americanoversight.org)<< | @weareoversight

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On Mar 27, 2019, at 3:44 PM, Ricker, Monique T. EOP/USTR  
<[Monique\\_T\\_Ricker@ustr.eop.gov](mailto:Monique_T_Ricker@ustr.eop.gov)> wrote:

Katie,

Thank you for raising your concerns about proactively disclosed calendars. The records we post on [USTR.gov](http://ustr.gov) are the same as those maintained by and for Ambassador Lighthizer and Jamieson Greer internally. I personally request, review, and release the calendars at the end of every month to ensure the public has access to the most accurate reflection of the prior month's official business. You will notice that we do not remove personal appointments from calendars. Rather we apply Exemption 6. Instances where we apply Exemption 5 generally coincide with meetings Ambassador Lighthizer held with Canadian and Mexican officials during the USMCA negotiations.

With respect to FY19-05, yes; we are on the same page. We appreciate your understanding about our limited technical capabilities and will do our best to efficiently provide you the details of specific meetings upon your request.

Please let me know if you have additional questions.



Thank you,  
Monique

Monique T. Ricker  
FOIA Program Manager/Attorney

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE  
WASHINGTON DC 20508

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**From:** American Oversight FOIA <[foia@americanoversight.org](mailto:foia@americanoversight.org)>  
**Sent:** Wednesday, March 27, 2019 2:19 PM  
**To:** Ricker, Monique T. EOP/USTR <[Monique\\_T\\_Ricker@ustr.eop.gov](mailto:Monique_T_Ricker@ustr.eop.gov)>  
**Cc:** FN-USTR-FOIA <[FN-USTR-FOIA@ustr.eop.gov](mailto:FN-USTR-FOIA@ustr.eop.gov)>  
**Subject:** [EXTERNAL] Re: FOIA Request (USTR-18-0669) - USTR Tracking No. FY19-05

Dear Monique,

Apologies for my delayed response. Thank you for this information and the records. Just to make sure I'm clear, I understand that the records for Messrs. Lighthizer and Greer's calendars are publicly posted, and the calendars provided for Mr. Ackerly and Ms. Marcus are not generally publicly disclosed but were provided to us in response to our FOIA Request. And I understand the offer to identify specific entries for more detailed information to extend to all four calendars. Is that correct? I just want to make sure we're on the same page.

We are amenable to accepting the Daily Style calendars and specifying specific entries, if any, for which we would like additional detail, and we will endeavor to request those by April 12th.

In discussing this with my team, a concern about the publicly disclosed calendars was raised. We have sought calendars from a number of other agencies, and in our experience, sometimes the proactively disclosed calendars omit some information (this could be for a variety of reasons - for example, the public versions are not updated to reflect late changes, certain appointments/meetings might be deemed personal and removed even if they are in part relevant to the official's duties for the agency, etc.).

Could you confirm that the publicly disclosed calendars for Messrs. Lighthizer and Greer are the same as those maintained by or for them internally? Or if not, what the difference is between the internal and public facing calendars?

Thank you - I appreciate your assistance.

Best,

Katie

Katherine M. Anthony  
Staff Attorney\*  
American Oversight  
[foia@americanoversight.org](mailto:foia@americanoversight.org) | 202.897.3918  
>>>[www.americanoversight.org](http://www.americanoversight.org)<<< | @weareoversight

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On Mar 13, 2019, at 11:52 AM, Ricker, Monique T. EOP/USTR  
<[Monique\\_T\\_Ricker@ustr.eop.gov](mailto:Monique_T_Ricker@ustr.eop.gov)> wrote:

Dear Katie,

The FOIA you submitted on October 17, 2018 (USTR-18-0669/FY19-05) requesting calendars for Robert Lighthizer, Jamieson Greer, G. Payne Griffin, Pamela A. Marcus, and anyone who has served as White House Liaison since January 20, 2017 is the third such request we have received from American Oversight. USTR-17-0441/FY18-21 and USTR-18-0085/FY18-75 requested the calendars for Robert Lighthizer, Jamieson Greer, Stephen Vaughn and John Melle from January 20, 2017 through November 1, 2017 and November 2, 2017 to April 30, 2018, respectively. As I explained to your colleague Sara Creighton on November 14, 2017, the version of Outlook that USTR uses does not produce calendars in "memo style," an automated format that includes all invitees, notes, and attachments. Because we understand American Oversight prefers the individual entries, we have previously produced calendars in the "Daily Style," the manner in which USTR employees keep their calendars, with an invitation to specify individual entries that address a particular topic, e.g., NAFTA in the prior requests. I would like to extend the same offer to you as the staff attorney assigned to this request.

USTR continues to proactively disclose Robert Lighthizer's and Jamieson Greer's calendars in the [FOIA Library](#). January and February 2019 should be posted in the next week or so. Stewart Ackerly assumed the role of White House liaison on August 1, 2018 after G. Payne Griffin's departure. You may download Stewart's calendar from August 1, 2018 through December 31, 2018 here:>>>[>>>https://drive.max.gov/share/f7246346cc960944](https://drive.max.gov/share/f7246346cc960944)<<<; and Pam Marcus's calendar from June 12, 2017 through December 31, 2018 here:>>>[>>>https://drive.max.gov/share/d5978dd5d2853b3e](https://drive.max.gov/share/d5978dd5d2853b3e)<<<;

We will consider this request closed if we do not hear from you by April 12, 2019, at which point you may administratively appeal by writing to: FOIA Office, ATTN: Janice Kaye, Office of the US Trade Representative, Anacostia Naval Annex, Bldg. 410/Door 123, 250 Murray Lane, S.W., Washington, D.C. 20509. Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. Both the letter and the envelope should be clearly marked: "Freedom of Information Act Appeal" and should include a reference to the FOIA Case File number listed above. Heightened security in force may delay mail delivery; therefore we suggest that you also email any such appeal to [foia@ustr.eop.gov](mailto:foia@ustr.eop.gov).

In the event you are dissatisfied with the results of any such appeal, judicial review will

thereafter be available to you in the United States District Court for the judicial district in which you reside or have your principal place of business, or in the District of Columbia, where we searched for the records you requested.

Thank you,  
Monique

Monique T. Ricker  
FOIA Program Manager/Attorney

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE  
WASHINGTON DC 20508

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**From:** American Oversight FOIA <[foia@americanoversight.org](mailto:foia@americanoversight.org)>  
**Sent:** Wednesday, October 17, 2018 1:43 PM  
**To:** FN-USTR-FOIA <[FN-USTR-FOIA@ustr.eop.gov](mailto:FN-USTR-FOIA@ustr.eop.gov)>  
**Subject:** [EXTERNAL] FOIA Request (USTR-18-0669)

Dear FOIA Officer:

Below please find the pasted text of a letter requesting information under the Freedom of Information Act. The original letter is also attached to this email.

October 17,  
2018

**VIA ELECTRONIC MAIL**

USTR FOIA Office, GSD/RDF

Attn: Chief FOIA Officer Janice Kaye

Office of the U.S. Trade Representative

Anacostia Naval Annex, Building 410/Door 123,

250 Murray Lane SW

Washington, DC 20508

wasnington, DC 20509

[FOIA@ustr.eop.gov](mailto:FOIA@ustr.eop.gov)

**Re: Freedom of Information Act Request**

Dear FOIA Officer:

Pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and your agency's implementing regulations, American Oversight makes the following request for records. In particular, American Oversight seeks records that will inform the American public of how senior government officials are choosing to spend taxpayer dollars.

**Requested Records**

American Oversight requests that the Office of the U.S. Trade Representative (USTR) produce the following within twenty business days:

All calendars or calendar entries for any of the following individuals, including any calendars maintained on behalf of these individuals (e.g., by an administrative assistant):

- Robert Lighthizer
- Jamieson Greer
- G. Payne Griffin
- Pamela A. Marcus
- Anyone who has served as White House Liaison since January 20, 2017

For these individuals, American Oversight requests that the calendars be produced in a format that includes all invitees, any notes, and all attachments.

Please provide all responsive records from the date each custodian joined USTR through the date the search is conducted.

Please do not limit your search to Outlook calendars. We request the production of any document—paper or electronic, whether on government-issued or personal devices—used to track or coordinate how these individuals allocate their time on agency business.

In addition to the records requested above, American Oversight also requests records describing the processing of this request, including records sufficient to identify search terms used and locations and custodians searched and any tracking sheets used to track the processing of this request. If your agency uses FOIA questionnaires or certifications completed by individual custodians or components to determine whether they possess responsive materials or to describe how they conducted searches, we also request any such records prepared in connection with the processing of this request.

American Oversight seeks all responsive records regardless of format, medium, or physical characteristics. In conducting your search, please understand the terms “record,” “document,” and “information” in their broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages and transcripts, notes, or minutes of any meetings, telephone conversations or discussions. Our request includes any attachments to these records. **No category of material should be omitted from search, collection, and production.**

Please search all records regarding agency business. **You may not exclude searches of files or emails in the personal custody of your officials, such as personal email accounts.** Records of official business conducted using unofficial systems or stored outside of official files are subject to the Federal Records Act and FOIA.<sup>[1]</sup> **It is not adequate to rely on policies and procedures that require officials to move such information to official systems within a certain period of time; American Oversight has a right to records contained in those files even if material has not yet been**

**moved to official systems or if officials have, through negligence or willfulness, failed to meet their obligations.**[\[2\]](#)

In addition, please note that in conducting a “reasonable search” as required by law, you must employ the most up-to-date technologies and tools available, in addition to searches by individual custodians likely to have responsive information. Recent technology may have rendered your

agency’s prior FOIA practices unreasonable. **In light of the government-wide requirements to manage information electronically by the end of 2016, it is no longer reasonable to rely exclusively on custodian-driven searches.**[\[3\]](#) Furthermore, agencies that have adopted the National Archives and Records Administration (NARA) Capstone program, or similar policies, now maintain emails in a form that is reasonably likely to be more complete than individual custodians’ files. For example, a custodian may have deleted a responsive email from his or her email program, but your agency’s archiving tools would capture that email under Capstone. Accordingly, American Oversight insists that your agency use the most up-to-date technologies to search for responsive information and take steps to ensure that the most complete repositories of information are searched. American Oversight is available to work with you to craft appropriate search terms. **However, custodian searches are still required; agencies may not have direct access to files stored in .PST files, outside of network drives, in paper format, or in personal email accounts.**

Under the FOIA Improvement Act of 2016, agencies must adopt a presumption of disclosure, withholding information “only if . . . disclosure would harm an interest protected by an exemption” or “disclosure is prohibited by law.”[\[4\]](#) If it is your position that any portion of the requested records is exempt from disclosure, American Oversight requests that you provide an index of those documents as required under *Vaughn v. Rosen*, 484 F.2d 820 (D.C. Cir. 1973), *cert. denied*, 415 U.S. 977 (1974). As you are aware, a *Vaughn* index must describe each document claimed as exempt with sufficient specificity “to permit a reasoned judgment as to whether the material is actually exempt under FOIA.”[\[5\]](#) Moreover, the *Vaughn* index “must describe *each* document or portion thereof withheld, and for *each* withholding it must discuss the consequences of disclosing the sought-after information.”[\[6\]](#) Further, “the withholding agency must supply ‘a relatively detailed justification, specifically identifying the reasons why a particular exemption is relevant and correlating those claims with the particular part of a withheld document to which they apply.’”[\[7\]](#)

In the event some portions of the requested records are properly exempt from

in the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If it is your position that a document contains non-exempt segments, but that those non-exempt segments are so dispersed throughout the document as to make segregation impossible, please state what portion of the document is non-exempt, and how the material is dispersed throughout the document.<sup>[8]</sup> Claims of nonsegregability must be made with the same degree of detail as required for claims of exemptions in a *Vaughn* index. If a request is denied in whole, please state specifically that it is not reasonable to segregate portions of the record for release.

**You should institute a preservation hold on information responsive to this request.** American Oversight intends to pursue all legal avenues to enforce its right of access under FOIA, including litigation if necessary. Accordingly, your agency is on notice that litigation is reasonably foreseeable.

To ensure that this request is properly construed, that searches are conducted in an adequate but efficient manner, and that extraneous costs are not incurred, American Oversight welcomes an opportunity to discuss its request with you before you undertake your search or incur search or duplication costs. By working together at the outset, American Oversight and your agency can decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in electronic format by email or in PDF or TIF format on a USB drive. Please send any responsive material being sent by mail to American Oversight, 1030 15<sup>th</sup> Street NW, Suite B255, Washington, DC 20005. If it will accelerate release of responsive records to American Oversight, please also provide responsive material on a rolling basis.

### **Fee Waiver Request**

In accordance with 5 U.S.C. § 552(a)(4)(A)(iii) and your agency's implementing regulations, American Oversight requests a waiver of fees associated with processing this request for records. The subject of this request concerns the operations of the federal government, and the disclosures will likely contribute to public understanding of those operations. Moreover, the request is primarily and fundamentally for non-



commercial purposes.

American Oversight requests a waiver of fees because “disclosure of the [requested] information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government.”<sup>[9]</sup> The disclosure of the information sought under this request will document and reveal the activities of the federal government, including how high-ranking agency personnel are using their official time, with whom they are meeting to discuss official agency business, and whether and to what extent external interests are influencing administration policy decisions. For example, in one prior case, American Oversight successfully obtained Education Secretary DeVos’s calendar entries, which revealed DeVos’s frequent absences from office, staffing choices, and the influence of charter schools and for-profit colleges on the Education Department.<sup>[10]</sup> In this case, the requested calendar entries would “contribute

significant to public understanding of the operations and activities” of officials leading your agency.<sup>[11]</sup> And, as described in more detail below, American Oversight’s website and social media accounts demonstrate its ability and intention to effectively convey information to the public.

This request is primarily and fundamentally for non-commercial purposes.

<sup>[12]</sup> As a 501(c)(3) nonprofit, American Oversight does not have a commercial purpose and the release of the information requested is not in American Oversight’s financial interest. American Oversight’s mission is to promote transparency in government, to educate the public about government activities, and to ensure the accountability of government officials. American Oversight uses the information gathered, and its analysis of it, to educate the public through reports, press releases, or other media. American Oversight also makes materials it gathers available on its public website and promotes their availability on social media platforms, such as Facebook and Twitter.<sup>[13]</sup> American Oversight has demonstrated its commitment to the public disclosure of documents and creation of editorial content. For example, after receiving records regarding an ethics waiver received by a senior DOJ attorney,<sup>[14]</sup> American Oversight promptly posted the records to its website and published an analysis of what the records reflected about DOJ’s process for ethics waivers.<sup>[15]</sup> As another example, American Oversight has a project called “Audit the Wall,” where the organization is gathering and analyzing information and commenting on public releases of information related to the administration’s proposed construction of a barrier along the U.S.-Mexico border.<sup>[16]</sup>



Accordingly, American Oversight qualifies for a fee waiver.

## **Conclusion**

We share a common mission to promote transparency in government. American Oversight looks forward to working with you on this request. If you do not understand any part of this request, have any questions, or foresee any problems in fully releasing the requested records, please contact Katherine Anthony at [foia@americanoversight.org](mailto:foia@americanoversight.org) or (202) 897-3918. Also, if American Oversight's request for a fee waiver is not granted in full, please contact us immediately upon making such a determination.

Sincerely,

Austin R. Evers

Executive Director

American Oversight

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[1] See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, 827 F.3d 145, 149–50 (D.C. Cir. 2016); cf. *Judicial Watch, Inc. v. Kerry*, 844 F.3d 952, 955–56 (D.C. Cir. 2016).

[2] See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, No. 14-cv-765, slip op. at 8 (D.D.C. Dec. 12, 2016) (“The Government argues that because the agency had a policy requiring [the official] to forward all of his emails from his [personal] account to his business email, the [personal] account only contains duplicate agency records at best. Therefore, the Government claims that any hypothetical deletion of the [personal account] emails would still leave a copy of those records intact in [the official’s] work email. However, policies are rarely followed to perfection by anyone. At this stage of the case, the Court cannot assume that each and every work-related email

## Bacak, Abigail R. EOP/USTR

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**Subject:** PHONE CALL: Acting Secretary Shanahan  
**Location:** they will call Abby's line 202-395-9503

**Start:** Fri 1/11/2019 2:15 PM  
**End:** Fri 1/11/2019 2:45 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR; Vaughn, Stephen P. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Mnuchin/Malpass/Eli  
**Location:** 205 Winder  
  
**Start:** Mon 1/14/2019 4:00 PM  
**End:** Mon 1/14/2019 5:00 PM  
  
**Recurrence:** (none)  
  
**Organizer:** FN-USTR-SCHEDULING

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Kushner  
**Location:** Kushner's Office, 1st floor West Wing

**Start:** Tue 1/16/2018 1:45 PM  
**End:** Tue 1/16/2018 3:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Secretary Ross  
**Location:** Commerce Dept.

**Start:** Wed 1/16/2019 9:00 AM  
**End:** Wed 1/16/2019 10:00 AM

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Greer, Jamieson L. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: JK  
**Location:** 1st floor west wing  
  
**Start:** Wed 1/23/2019 4:30 PM  
**End:** Wed 1/23/2019 5:00 PM  
  
**Recurrence:** (none)  
  
**Organizer:** FN-USTR-SCHEDULING

## Bacak, Abigail R. EOP/USTR

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**Subject:** PHONE CALL: Pompeo  
**Location:** WHSR  
  
**Start:** Wed 1/23/2019 5:30 PM  
**End:** Wed 1/23/2019 6:00 PM  
  
**Recurrence:** (none)  
  
**Organizer:** FN-USTR-SCHEDULING

## Bacak, Abigail R. EOP/USTR

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**Subject:** PC Cafe Standards  
**Location:** WHSR-JFK

**Start:** Thu 1/24/2019 1:30 PM  
**End:** Thu 1/24/2019 2:30 PM

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Kudlow, Larry A. EOP/WHO

**Required Attendees:** Francis J. EOP/WHO Brooke (b) (6) @who.eop.gov; Susan C. EOP/WHO Varga (b) (6) @who.eop.gov; Olmem, Andrew J. EOP/WHO; Burnes, Yen M. EOP/NSC; Whitney J. EOP/NSC Meyers (b) (6) @nsc.eop.gov; Bacak, Abigail R. EOP/USTR; Conant, Ann M. EOP/OMB; (b) (6) @jmd.usdoj.gov; Caroline Moore (b) (6) @who.eop.gov; Quellie U. EOP/WHO Moorhead (b) (6) @who.eop.gov; Horning, Liz A. EOP/WHO; (b) (6) @epa.gov; (b) (6) @dot.gov; (b) (6) @epa.gov; Balch, Michelle B. EOP/OMB

Larry Kudlow will host a Principals Meeting regarding the Café Standards issue next Thursday, January 24, at 1:30PM in the Roosevelt Room. No +1s without previous approval will be allowed. Please email Francis Brooke with questions: (b) (6) @who.eop.gov

**WAVES Link if needed:**

(b) (6)

### Invited Attendees:

Mick Mulvaney  
Secretary Chao  
Administrator Wheeler  
Chris Liddell  
Russ Vought  
Larry Kudlow  
Ambassador Lighthizer  
Pat Cipollone  
Steve Engel  
Naomi Rao  
Jeff Rosen  
Bill Wehrum



## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Secretary Perdue  
**Location:** Winder 205

**Start:** Thu 1/24/2019 4:30 PM  
**End:** Thu 1/24/2019 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Greer, Jamieson L. EOP/USTR

## Bacak, Abigail R. EOP/USTR

---

**Subject:** LUNCH: Sec Nielsen and Amb. Bolton  
**Location:** Navy Mess

**Start:** Fri 1/25/2019 1:30 PM  
**End:** Fri 1/25/2019 2:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR

attendees are: Ambassador Bolton, Jared Kushner, Ambassador Lighthizer, Secretary Nielsen and Commissioner McAleenan

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Mnuchin  
**Location:** Winder 205

**Start:** Mon 1/28/2019 11:00 AM  
**End:** Mon 1/28/2019 11:30 AM

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Greer, Jamieson L. EOP/USTR

## Bacak, Abigail R. EOP/USTR

---

**Subject:** MEETING: Kushner  
**Location:** 1st Floor West Wing  
  
**Start:** Tue 1/30/2018 3:00 PM  
**End:** Tue 1/30/2018 3:30 PM  
  
**Recurrence:** (none)  
  
**Organizer:** FN-USTR-SCHEDULING

## Bacak, Abigail R. EOP/USTR

---

**Subject:** MEETING: Kushner

**Start:** Wed 1/31/2018 11:00 AM  
**End:** Wed 1/31/2018 2:00 PM

**Recurrence:** (none)

**Organizer:** FN-USTR-SCHEDULING

## Bacak, Abigail R. EOP/USTR

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**Subject:** LUNCH: Kushner  
**Location:** Ward Room, Ground Floor West Wing  
  
**Start:** Thu 2/8/2018 12:00 PM  
**End:** Thu 2/8/2018 2:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR

## Bacak, Abigail R. EOP/USTR

---

**Subject:** MEETING: Kushner  
**Location:** Jared's office

**Start:** Wed 2/14/2018 10:00 AM  
**End:** Wed 2/14/2018 11:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR

## Bacak, Abigail R. EOP/USTR

---

**Subject:** MEETING: Kushner

**Start:** Wed 2/20/2019 5:30 PM  
**End:** Wed 2/20/2019 6:00 PM

**Recurrence:** (none)

**Organizer:** FN-USTR-SCHEDULING



## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Mnuchin

**Location:** 205 Winder

**Start:** Wed 2/20/2019 9:30 AM

**End:** Wed 2/20/2019 10:30 AM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** FN-USTR-SCHEDULING

**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR; Vaughn, Stephen P. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Kushner  
**Location:** 205 Winder

**Start:** Fri 3/2/2018 3:15 PM  
**End:** Fri 3/2/2018 4:15 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR

JK needs to move the meeting back 15 mins

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Kushner  
**Location:** his office 1st Floor WW

**Start:** Thu 3/8/2018 4:30 PM  
**End:** Thu 3/8/2018 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Commissioner Kevin McAleenan, CBP  
**Location:** 203 Winder

**Start:** Tue 3/20/2018 4:15 PM  
**End:** Tue 3/20/2018 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR

Adjusting time due to McAleenan running late

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Kushner  
**Location:** Kusner's Office, WW 1st Floor

**Start:** Wed 3/28/2018 2:30 PM  
**End:** Wed 3/28/2018 3:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** PHONE CALL: Senator Rubio/S. Miller  
**Location:** (b) (6) Participant Code: (b) (6)  
**Start:** Thu 4/26/2018 12:45 PM  
**End:** Thu 4/26/2018 1:00 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Greer, Jamieson L. EOP/USTR; Jackson, Christopher L. EOP/USTR; Lighthizer, Robert E. EOP/USTR; Doyle, Brett W. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Kushner

**Location:** 1st Floor WW

**Start:** Tue 5/1/2018 3:45 PM

**End:** Tue 5/1/2018 4:45 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING

**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** PHONE CALL: Stephen Miller  
**Location:** Winder 218, call will be connected through the WHSR  
  
**Start:** Wed 5/16/2018 5:30 PM  
**End:** Wed 5/16/2018 6:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR



## Bacak, Abigail R. EOP/USTR

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**Subject:** HOLD: MEETING: Kushner/Luntz

**Start:** Tue 6/5/2018 3:30 PM

**End:** Tue 6/5/2018 4:00 PM

**Recurrence:** (none)

**Organizer:** FN-USTR-SCHEDULING

## Bacak, Abigail R. EOP/USTR

---

**Subject:** MEETING: Kushner  
**Location:** Jared's office

**Start:** Tue 6/5/2018 11:30 AM  
**End:** Tue 6/5/2018 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Kushner

**Location:** Jared's office

**Start:** Tue 6/12/2018 9:15 AM

**End:** Tue 6/12/2018 9:45 AM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** FN-USTR-SCHEDULING

**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR; Mahoney, C.J. J. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Kushner  
**Location:** Jared's office

**Start:** Tue 8/14/2018 2:15 PM  
**End:** Tue 8/14/2018 2:45 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** PHONE CALL: Commissioner McAleenan  
**Location:** they will call Abby's line

**Start:** Tue 10/30/2018 5:00 PM  
**End:** Tue 10/30/2018 5:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR; Gerrish, Jeffrey D. EOP/USTR

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: CBP  
**Location:** 203 Winder

**Start:** Tue 11/6/2018 2:00 PM  
**End:** Tue 11/6/2018 3:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR; Gerrish, Jeffrey D. EOP/USTR; Vaughn, Stephen P. EOP/USTR

to Brenda Smith, John Leonard, Alice Kipel, and Dennis McKenzie attending from CBP

## Bacak, Abigail R. EOP/USTR

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**Subject:** HOLD: PHONE CALL: Commissioner McAleenan

**Start:** Thu 12/6/2018 5:00 PM

**End:** Thu 12/6/2018 5:30 PM

**Recurrence:** (none)

**Organizer:** FN-USTR-SCHEDULING

## Bacak, Abigail R. EOP/USTR

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**Subject:** MEETING: Kushner/Thornton  
**Location:** Jared's office

**Start:** Thu 12/13/2018 3:00 PM  
**End:** Thu 12/13/2018 4:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** FN-USTR-SCHEDULING  
**Required Attendees:** Lighthizer, Robert E. EOP/USTR; Greer, Jamieson L. EOP/USTR



## Marcus, Pamela A. EOP/USTR

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**Subject:** CALL: Chad Wolf  
**Location:** JG will call (b) (6)  
**Start:** Fri 1/5/2018 8:00 AM  
**End:** Fri 1/5/2018 8:15 AM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Visconti, Bridget F. EOP/USTR  
**Required Attendees:** Greer, Jamieson L. EOP/USTR; Marcus, Pamela A. EOP/USTR

Re: Detailee for security

## Marcus, Pamela A. EOP/USTR

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**Subject:** call with Gene re CBP

**Start:** Thu 12/13/2018 11:30 AM  
**End:** Thu 12/13/2018 12:00 PM

**Recurrence:** (none)

**Organizer:** Marcus, Pamela A. EOP/USTR

## Ackerly, Stewart H. EOP/USTR

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**Subject:** FW: CBP/DHS consultation  
**Location:** USTR Winder Building (600 17th St NW), Room 305  
  
**Start:** Thu 8/9/2018 10:30 AM  
**End:** Thu 8/9/2018 11:30 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Ganz, Desiree K. EOP/USTR

-----Original Appointment-----

**From:** Ganz, Desiree K. EOP/USTR

**Sent:** Thursday, July 26, 2018 4:49 PM

**To:** Ganz, Desiree K. EOP/USTR; Harman, Bennett M. EOP/USTR; Bomer Lauritsen, Sharon E. EOP/USTR; Magnall, Deena EOP/USTR; Prado, Marta M. EOP/USTR; Mowrey, Mark J. EOP/USTR; Shea, Eleanor C. EOP/USTR; Buffo, Laura D. EOP/USTR; Stewart, Sarah V. EOP/USTR; Prescott, Jennifer Y. EOP/USTR; Karesh, Lewis J. EOP/USTR; Dougan, Brenna S. EOP/USTR; Mott, Taylor M. EOP/USTR; MALMO, JERRY A; Demirjian, Sushan EOP/USTR; Reyazuddin, Zeba EOP/USTR; Rieras, Joseph H. EOP/USTR; WILLIAMS, HEATHER M.; Strauss, Amy; KENDRICK, THOMAS J; Brenda.smith@cbp.dhs.gov; Ehlers, Karl R. EOP/USTR

**Subject:** CBP/DHS consultation

**When:** Thursday, August 9, 2018 10:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** USTR Winder Building (600 17th St NW), Room 305

Dear USTR, CBP, and DHS,

Further to previous discussions, we welcome the attendance of CBP EAC Smith, DHS DAS Brzozowski, and additional participants, to meet with USTR concerning the WRO/Findings procedures. Please note that the meeting will take place in the USTR Winder Building, room 305, on August 9.

We look forward to seeing you there. Should you have any questions or concerns, please do not hesitate to contact me.

Best,

Desiree

Desirée Ganz

Director for Labor Affairs

Office of the United States Trade Representative

Executive Office of the President

[www.ustr.gov](http://www.ustr.gov)

## Ackerly, Stewart H. EOP/USTR

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**Subject:** David Morrell

**Location:** W223a

**Start:** Thu 10/18/2018 10:00 AM

**End:** Thu 10/18/2018 11:00 AM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Vaughn, Stephen P. EOP/USTR

**Required Attendees:** Vaughn, Stephen P. EOP/USTR; Ackerly, Stewart H. EOP/USTR (Stewart.H.Ackerly@ustr.eop.gov); Turner, Amy C. EOP/USTR (Amy.C.Turner@ustr.eop.gov)

## Ackerly, Stewart H. EOP/USTR

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**Subject:** Meeting: Mahoney and Faith-Based Groups  
**Location:** W200

**Start:** Thu 10/18/2018 4:00 PM  
**End:** Thu 10/18/2018 5:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Mahoney, C.J. J. EOP/USTR  
**Required Attendees:** Ackerly, Stewart H. EOP/USTR; Young, Stewart B. EOP/USTR

1. Jenna Ellis, JDFI - (b) (6) [@dobsonfamilyinstitute.com](mailto:(b)(6)@dobsonfamilyinstitute.com)
2. Michael Donnelly, JDFI - (b) (6) [@hslda.org](mailto:(b)(6)@hslda.org)
3. Emilie Kao, Heritage - (b) (6) [@heritage.org](mailto:(b)(6)@heritage.org)
4. Mary Beth Waddell, Family Research Council - (b) (6) [@frc.org](mailto:(b)(6)@frc.org)
5. Kellie Fiedorek, Alliance Defending Freedom - (b) (6) [@adflegal.org](mailto:(b)(6)@adflegal.org)
6. Ken Klukowski, First Liberty - (b) (6) [@firstliberty.org](mailto:(b)(6)@firstliberty.org)
7. Sharon Slater, Family Watch International - (b) (6) [@gmail.com](mailto:(b)(6)@gmail.com)
8. Stephen Baskerville, PHC - (b) (6) [@phc.edu](mailto:(b)(6)@phc.edu)

## Ackerly, Stewart H. EOP/USTR

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**Subject:** Call with Michael Evans, Alibaba Group  
**Location:** Dial-In: (b) (6), Code: (b) (6)  
**Start:** Thu 12/6/2018 2:00 PM  
**End:** Thu 12/6/2018 3:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Cypher, Catharine D. EOP/WHO  
**Required Attendees:** Deirdre Z. EOP/WHO Eliot (b) (6) @who.eop.gov; Hennessey, Millicent S. EOP/NSC; Lin, Merry S. EOP/WHO; Ackerly, Stewart H. EOP/USTR; Hudson, Renee R. EOP/WHO; Bacak, Abigail R. EOP/USTR; Joannou, Tom W. EOP/WHO